



**Northern District of Iowa**  
**U.S. Pretrial Services & Probation Office**  
***Promotional Opportunity***  
**VA #21-9**  
**Supervisory United States Probation/Pretrial Services Officer**

**LOCATION:** Cedar Rapids, Iowa or Sioux City, Iowa

**CLASSIFICATION LEVEL: CL29-CL30**

*This position is intended as a promotional opportunity for current Northern District of Iowa Probation staff; however, qualified candidates from other districts may be considered. If promoted at a CL29, promotional potential to CL 30 without further competition is possible, based on experience and performance, at the discretion of the Chief U.S. Probation Officer and approval of the Chief Judge.*

**SALARY RANGE: \$73,693 - \$141,569**

*The salary range listed here reflects the full pay scale for this position; however, the incumbent's salary would be set per the district's promotional policy. Starting salaries for outside applicants depend on the candidate's education, skills, and experience.*

**OPENING DATE: November 29, 2021**

**CLOSING DATE: December 15, 2021 or until filled**

*Note: An applicant who applies for this position after the "closing date" can and may be fully considered up to the time that the position is filled.*

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The United States Probation Office, Northern District of Iowa, is accepting applications for Supervisory U.S. Probation/Pretrial Services Officer for either the Cedar Rapids, Iowa, or the Sioux City, Iowa, Probation Office. Supervisors serve in a leadership role that is collaborative and supportive in an effort to meet the district's goals of which will cultivate a culture that encourages a positive work environment. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by a Supervisory U.S. Probation/Pretrial Services Officer.

**POSITION SUMMARY:**

- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants.
- Supervise professional law enforcement, technical, and/or support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions.
- Provide training and orientation for new staff members.
- Regularly confer with staff to provide support, direction, feedback, and assistance in case situations and with general operational procedures.
- Serve as a resource for officers and other staff to assist with performing work successfully and efficiently.
- Ensure that recommendations made by officers abide by local and national procedures, statutory provisions, case law, and the United States Sentencing Guidelines.
- Thoroughly review and edit written work, including correspondence, presentence reports, and judgment orders.

- Prioritize and balance duties pertaining to report review and those pertaining to operation of the unit.
- Conduct unit meetings to convey information and develop appropriate solutions to operational problems.
- Develop and implement training programs for officers and staff.
- Receive, prioritize, and assign work, ensuring that work is assigned fairly and equitably.
- Develop processes to ensure quality control.
- Continually evaluate processes and procedures to ensure that the work is being produced in the most efficient manner.
- Track and analyze workload data to identify trends and monitor staffing levels.
- Establish schedules and deadlines for completion of work.
- Monitor time and attendance and evaluate and approve leave requests.
- Ensure adequate coverage for office activities, court appearances, etc.
- Make recommendations regarding new hires, personnel actions, and terminations.
- Assist senior managers in the formulation and modification of office management policies.
- Communicate and respond to management requests regarding case operations.
- Answer procedural questions for judges, staff, and the public.
- Represent the United States Probation Office as a liaison with other agencies, including the United States Attorney's Office and the Federal Public Defender.
- Handle confidential and sensitive information appropriately.
- Performs related duties and all other duties as assigned.
- The Supervisory Probation/Pretrial Services Officer may provide district wide supervision to officers in varying units and/or varying offices within the district.
- Some training and travel, including overnight stays, is required. Regular district wide travel may be required, particularly if supervising officers from the other office.
- Mandatory evenings and weekend work is required for supervision activities and/or mission critical tasks.
- May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States. This is a salaried position; overtime pay is not authorized by the Judicial Conference of the United States. Compensatory and/or flexible schedules may be allowed.
- Performs related duties and all other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrate knowledge of the roles and functions of the federal probation and/or pretrial services office, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Display knowledge of the roles, responsibilities, and relationships among the state and federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations. Exhibit an understanding of how other judicial processes and procedures relate to officers' roles and responsibilities
- Display knowledge of federal law and the criminal justice system particularly as it relates to federal probation, pretrial services, and parole policies and procedures. Demonstrate knowledge of surrounding communities and available community resources. Display skill in investigative techniques and in investigating offenders'/defendants' backgrounds, activities, and finances. Exhibit a thorough understanding of the Bail Reform Act, the United States Sentencing Guidelines, statutes, Federal Rules of Criminal Procedure, applicable case law and changes in the law.
- Demonstrate skill in analyzing and summarizing legal concepts and issues, legal reasoning, and critical thinking. Display skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Display skill in evaluating and applying sentencing guidelines. Demonstrate the ability to follow safety procedures. Demonstrate the ability to discern deception and act accordingly.

- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem-solving skills when managing conflicts in the workplace.

### **MINIMUM QUALIFICATIONS:**

*(Qualifications must be met at the time of application)*

- Completion of a bachelor's degree from an accredited college or university. An advanced degree in a field closely related to the position is highly preferred.
- The successful applicant must be mature, responsible, organized, and demonstrate sound ethics and judgment.
- Must also possess a positive attitude, integrity, tact, initiative, and the ability to work with a wide variety of people with diverse backgrounds.
- Must have the ability to interact and communicate effectively, both orally and in writing.
- Ability to utilize time management skills, be detailed-oriented, and have the ability to handle multiple tasks simultaneously.

### **REQUIRED EXPERIENCE:**

To qualify at the CL29 level, candidate must have at least three (3) years of specialized experience, including at least one year as a CL28 United States Probation Officer in the U.S. Courts. To qualify at the CL 30 level, candidate must have at least three years of specialized experience, including at least one year as a CL 29 pretrial/probation services officer in the U.S Courts.

### **SPECIALIZED EXPERIENCE:**

Specialized experience is defined as: progressively responsible experience, gained *after* completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, social work, or work in substance/addiction treatment. Per national policy, experience as a police officer, custodial, or security officer (other than any criminal investigative experience) does not qualify as specialized experience for this position.

### **CONDITIONS OF EMPLOYMENT:**

To learn more about careers in the judiciary, applicants are encouraged to view this video before applying. <https://www.uscourts.gov/careers/who-works-judiciary/criminal-justice-careers>

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All application information is subject to verification. The United States Probation Office reserves the right to check references and contact former employers and subordinates.

**Age:** First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position

may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

**Drug Screenings:** Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a drug screening and medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. This process could take several weeks. Applicants must obtain a favorable medical examination and background investigation pursuant to policy. The court does have the final discretion to rescind the offer of employment based on suitability concerns at any time during the process.

**Medical Requirements:** The medical requirements and the essential job functions derived from the medical guidelines for probation officers and officer assistants include but are not limited to: officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities. More information may be obtained at [www.uscourts.gov](http://www.uscourts.gov) website- Federal Courts, Services and Forms, Probation and Pretrial Services, Officers section. Note: Established employees will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by the Chief, for reasonable cause, may be also subject to subsequent fitness-for-duty evaluations.

**Appointment:** Evidence of questionable integrity and character issues presented at any time during the application process, medical examination, and/or initial drug screening will result in employment offer withdrawal. Upon successful completion of the medical examination and initial drug screening, the selectee may then be appointed provisionally, pending a favorable background and suitability as determined by the court. A full background investigation will be completed by the Office of Personnel Management (OPM) once the incumbent has entered onto duty as a provisional hire. If the OPM report reflects any findings of a negative nature or disqualifying actionable issues, suitability will be reconsidered by the Chief District Judge and the Chief U.S. Probation Officer and continued employment as a U.S. Probation Officer could be terminated.

**Probationary Period:** Commencing on the date of her/his entry on duty, the selectee shall complete a one-year probationary period. This period provides time for the employee to become acquainted with the functions of the assigned position. The probationary period also affords the employee's supervisor the ability to evaluate the employee's work performance, attendance, attitude, and compliance with office policies. Upon discretion of the Chief U.S. Probation Officer, and taking into consideration the employee's work experience, performance, and acclamation to their assigned tasks, the probationary period could be extended beyond one year. Once the selectee has successfully completed the probationary period, the provisional status will likely be removed.

**Training:** During their first year of duty, probation officers are matched with a mentor and receive extensive local training. Newly appointed officers must also successfully complete national training program at the U.S. Probation and Pretrial Services Training Academy in Charleston, South Carolina, which is likely in-person (COVID dependent) and could be up to six weeks long.

**Benefits:**

- Up to 13 days paid vacation per year for the first 3 years of employment; 20 to 26 days per year thereafter, dependent upon the length of federal service.
- A minimum of 11 paid holidays per year.
- Mandatory participation in the Federal Retirement System and Social Security.
- Optional Thrift Savings Plan (employer matching up to an additional 5% of employee contribution).

- Optional participation in the federal health insurance program of your choice. Optional vision and dental programs are offered as well.
- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in a group life insurance program.
- On-site wellness room; various schedule options and work from home opportunities may be provided after a period of establishment and good performance.

**Other:** All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee. Fully appointed officers may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a).

which is available at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

The duties of U.S. Probation/Pretrial Services Officer require investigation and management of alleged criminal offenders or convicted offenders who may present physical danger to officers and to the public. In the investigation, supervision, treatment, and control of these offenders, these duties could require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination is necessary for officer safety and use of self defense tactics. On a daily basis, officers may face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses. Because officers must effectively deal with physical attacks, and are subject to moderate arduous physical exertion, applicants must be physically capable of effectively performing these duties and are subject to fitness for duty examinations.

This is a federal hazardous duty position and as such officers are subject to mandatory separation at age 57 and eligible to retire at age 50 with 20 years of service.

Adherence to critical tasks, training, required travel, and non-traditional hours (as needed) is required.

This position is subject to mandatory electronic funds transfer for payment of net pay.

The U.S. Pretrial Services & Probation Office reserves the right to assign/reassign an employee to any unit (pretrial, presentence, or supervision) and/or specialized area, based on employee qualifications and the needs of the agency.

### **HOW TO APPLY:**

**Email the following documents IN A SINGLE PDF to [HR@IANP.USCOURTS.GOV](mailto:HR@IANP.USCOURTS.GOV).**

Subject of Email should read: **21-9, SUSPO**

#### **ALL DOCUMENTS LISTED BELOW MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

- Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, knowledge, skills, and abilities of the position.
- Detailed resume with references.

#### **Please note:**

The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at [hr@ianp.uscourts.gov](mailto:hr@ianp.uscourts.gov). Applicants may view the district's Equal Employment Opportunity (EEO) and Employment Dispute Resolution (EDR) Plan on the court's website at <https://www.iand.uscourts.gov>.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered “at will” and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Interviews and testing may be conducted with finalists. Only applicants who are interviewed will receive a response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool. Posting may be continuously posted and/or reposted to address district vacancy needs.

***~THANK YOU FOR CONSIDERING A PROMOTIONAL OPPORTUNITY WITH THE  
NORTHERN DISTRICT OF IOWA UNITED STATES PROBATION OFFICE!~***